



Application Guidelines

Position:	Director of Outside School Hours Care (OSHC) and Vacation Care
Reporting To:	Business Manager
Tenure:	1.0 FTE, permanent position
Hours:	38 hours per week
Salary:	Children's Services Employee (CSE) Level 8 – Director, employed under the Children's Services Award
Start Date:	Monday 18th January 2027
Closing Date:	Monday 16th November 2026 at 4pm

How to Apply

1. Read the Job Description and assess your skill level and experience against it
2. Prepare a cover letter outlining your suitability for the position
3. Prepare a resume including the names and details of two professional referees and one pastoral/personal referee, along with their contact details.



About Immanuel Primary School

Ethos Statement

The Lutheran school is an agency of the Lutheran Church of Australia through which the church seeks to carry out its ministry to the people of Australia.

The specific ministry and mission of the Lutheran school is to provide quality formal education in which the Word of God informs all learning, teaching and activities and forgiveness and grace govern the relationships of the members of the school community. In order to fulfil this ministry and mission, the staff and management in the Lutheran school will be committed to the Christian faith. Therefore, staff will strive to develop an understanding of the Lutheran school as a community where all individuals are in service to one another because of what Christ has done for us.

School Context

Immanuel Primary School is one of the 85 systemic Lutheran schools in Australia that has God's Word at the centre of life. Through the Lutheran faith we share a history of schooling in Australia spanning 175 years.

Sited on the same campus as Immanuel College, Immanuel Primary School offers an exceptional range of programs, facilities and options for students pursuing the ELC to Year 12 journey.

Immanuel Primary School is an innovation school that was accredited in 2004 by the International Baccalaureate (IB), for delivering the Primary Years Program (PYP) in an exceptional manner. Immanuel connects the strengths of spirituality and learning through the celebration of the gospel and an outstanding educational program with a very active co-curricular program. Central to the approach at Immanuel Primary School is the belief of partnership with parents and teachers working together to provide the best possible environment and quality of care for all students. There are 700 students attending from ELC to Year 6.

Our Mission

It is the mission of Immanuel Primary School to be a supportive community where well-being is nurtured, innovative teaching empowers learners to take responsible action and the message of Jesus Christ is communicated and celebrated.

Our mission is taught, modelled and lived through the values of Respect, Flourish, Serve.



Job Description

Role Purpose

The Director provides strategic and operational leadership for the OSHC and Vacation Care Service. Accountable to the school, the role ensures a safe, compliant, and financially sustainable service that supports children's wellbeing and development through high quality recreation and leisure programs.

The successful applicant will have Term 1 2027 to establish the OSHC and Vacation Care service, commencing on 26th April 2027.

Position Objectives

- Provide leadership that supports high quality care, recreation and leisure programs and builds the capability of educators and staff.
- Lead the development, implementation and evaluation of a vibrant, varied and responsive program that reflects children's strengths, interests, cultures, abilities and evolving needs, in accordance with My Time, Our Place.
- Uphold, implement and regularly review the Service philosophy, policies and procedures so that practice remains consistent, current and effective.
- Ensure the Service meets the requirements of the National Quality Framework, including the Education and Care Services National Law and National Regulations, the National Quality Standard and applicable South Australian requirements.
- Lead ongoing self-assessment, maintain the Quality Improvement Plan (QIP) and embed critical reflection and continuous improvement across the Service.
- Monitor and implement all relevant legal, statutory, funding and reporting obligations as minimum operational requirements.
- Build genuine partnerships with children, families, the school and the broader community, and support their meaningful contribution to the quality and success of the Service.

Responsibilities and Duties

The Director must ensure all responsibilities prioritise the health, safety, and wellbeing of children and stakeholders. This includes strict compliance with legislation and policies,



Immanuel Primary School

Building foundations for life



maintaining confidentiality and diversity standards, robust risk management, and timely notifications to authorities.

Pedagogical Leadership

- Demonstrate and share knowledge of school age child development, wellbeing and effective approaches to play, recreation and leisure.
- Lead the planning cycle, including observation, consultation, planning, documentation, implementation, evaluation and critical reflection.
- Oversee and support educators to implement a child centred program based on the approved learning framework, My Time, Our Place.
- Model ethical, respectful and high quality practice in education and care for school age children.
- Build staff capability through coaching, mentoring, feedback and meaningful leadership opportunities.
- Supervise and support educators in planning for individual children, groups and the overall learning environment.

Service Delivery, Quality and Compliance

Note: The Director will have the benefit of some policies and procedures created on their behalf.

- Develop and monitor staff rosters that meet educator to child ratio, qualification, supervision and operational requirements.
- Oversee the purchase, preparation, provision, storage and labelling of nutritious food and beverages in accordance with food safety, allergy management and hygiene requirements.
- Ensure program documentation and records relating to each child's participation, learning and wellbeing are current, meaningful, securely stored and retained for the required period.
- Ensure policies, procedures and day to day practice remain aligned, and coordinate scheduled reviews in consultation with relevant stakeholders.
- Maintain a sound and current understanding of the National Quality Framework, National Quality Standard, approved learning framework and applicable South Australian requirements.



Immanuel Primary School

Building foundations for life



- Coordinate the Service's self assessment and QIP, monitor agreed actions and prepare for regulatory assessment and rating processes.
- Monitor compliance, maintain required records and ensure incidents, complaints, changes and other prescribed matters are notified within required timeframes.
- Promote a consistent, professional and welcoming image for the Service.
- Develop links with relevant community organisations and professional networks to strengthen service delivery and referral pathways.

Children's Safety, Wellbeing and Inclusion

- Embed child safe, rights based and inclusive practice, and ensure all educators and staff uphold these expectations.
- Ensure children are adequately supervised at all times and that environments, routines, transitions, excursions and transportation are planned and monitored to manage risk.
- Support the participation and inclusion of every child, including children with disability, additional needs, diverse cultural or linguistic backgrounds, and varied family circumstances.
- Ensure children have access to nutritious food and drinking water that meets their dietary, cultural and medical requirements.
- Ensure relevant educators understand each child's authorised medical management and risk minimisation requirements, while maintaining appropriate confidentiality.
- Ensure medication is authorised, administered, checked, recorded and communicated in accordance with Service policy and regulatory requirements.
- Build respectful and responsive relationships with children, recognise each child's voice and agency, and support genuine participation in decisions that affect them.
- Respond promptly to concerns about a child's safety or wellbeing and ensure mandatory reports, emergency action and other notifications are completed when required.

People Management and Leadership

- Manage workforce planning, recruitment, selection, induction and onboarding for employees, volunteers and students on placement, within delegated authority.
- Set clear performance expectations and coordinate supervision, feedback, performance review, professional development and training.



Immanuel Primary School

Building foundations for life



- Facilitate regular staff meetings, generally monthly or bi-monthly, with clear agendas, records and follow up actions.
- Build staff understanding of accountability, professional boundaries, duty of care, child safety, legal liability and mandatory reporting obligations.
- Support a culture of collaboration, wellbeing, continuous learning, critical reflection and shared responsibility for service quality.
- Monitor required qualifications, training, clearances and role specific competencies, and act promptly when currency or compliance issues arise.
- Address day to day conduct, performance, grievance and disciplinary matters fairly, promptly and in consultation with the school where required.

Communication with Families and Community

- Provide timely, accessible written and verbal information to families about relevant aspects of Service delivery, children's experiences and opportunities for involvement.
- Actively invite and respond to family feedback through conversations, surveys and other appropriate consultation methods.
- Protect the confidentiality and privacy of information about children and families, and ensure information is accessed, used and disclosed only as authorised or required by law.
- Attend parent or caregiver meetings when requested and act as a knowledgeable, respectful resource for families.
- Maintain effective communication and collaborative relationships with the school, governing body, community organisations, support agencies and relevant authorities.

Financial Management and Administration

- Monitor and review the Service's annual budget and fee structure, ensuring fees are informed by operating costs, affordability considerations and approved financial settings, in conjunction with the Business Manager.
- Establish and monitor appropriate financial controls, checks and reconciliation processes in accordance with delegated authority and school requirements.
- Coordinate accounts, bookings, billing, financial returns and annual audit documentation accurately and within required timeframes.
- Prepare, verify and submit payroll inputs, including staff hours and pay data, and ensure payroll records and payslips are managed through the approved process.



Immanuel Primary School

Building foundations for life



- Maintain family accounts and fee records, and manage Child Care Subsidy administration, documentation, compliance requirements and debt collection.
- Maintain complete and secure employee records, including employment, payroll, workplace compliance, training, clearance and personal information.
- Maintain accurate enrolment, attendance, utilisation, booking and financial records and complete required census, funding, governance and regulatory reports.

Organisational Relationships

The Director reports to the School Principal and Business Manager and is accountable to the School Board. The role works closely with children, families, educators, the Senior Leadership Team, school staff, the school, government agencies, the regulatory authority, service providers and community organisations.

Extent of Authority

- Exercise day to day decision making authority for the management and administration of the Service on behalf of the school, within approved policies, budgets and delegations.
- Approve expenditure of up to \$3,000 for Service management without prior consultation, subject to budget availability, procurement requirements and any more specific financial delegations.
- Sign documents and correspondence as formally delegated by the school.
- Manage day to day human resources matters and undertake recruitment, performance management and disciplinary responsibilities as agreed with the school.
- Escalate matters that exceed delegated authority, create material legal or financial risk, or require governing body approval.



Key Selection criteria

The Person Specification sets out the qualifications, skills, knowledge, experience and special conditions required to perform this role. “E” = Essential, “D” = Desirable.

Qualifications

Criterion	Level
Relevant Degree or Early Childhood Education qualification	E
Qualification listed on the ACECQA register as approved for working with children over preschool age	E
Current Senior First Aid qualification	E
Completion of Responding to Abuse and Neglect – Education and Care training	E

Skills and Abilities

Criterion	Level
Ability to support families in a sensitive, respectful and professional manner.	E
Ability to develop and implement positive guidance, behaviour support and inclusion practices.	E
Ability to remain calm, make sound decisions and coordinate an effective response in emergencies or high pressure situations.	E
Ability to build positive, respectful and responsive relationships with children.	E
Ability to plan for and support the inclusion of children with disability or additional needs.	E
Ability to oversee the planning, implementation and evaluation of programs that reflect a multicultural and diverse community.	E



Immanuel Primary School

Building foundations for life



Strong operational, administrative and human resources management capability.	E
Effective leadership, interpersonal, coaching and supervisory skills.	E
High level written and verbal communication skills.	E
Competence in relevant digital systems, office software and service management platforms.	E
Strong planning, prioritisation and time management skills.	E
Ability to negotiate and build productive relationships with stakeholders, authorities and community organisations.	D

Knowledge

Criterion	Level
Sound knowledge of OSHC administration, including enrolments, attendance, bookings, fees and Child Care Subsidy systems.	E
Extensive knowledge of child protection, mandatory reporting and child safe environment obligations relevant to South Australia.	E
Sound knowledge of the National Quality Framework, National Quality Standard and applicable South Australian OSHC requirements.	E
Sound knowledge of My Time, Our Place: Framework for School Age Care in Australia V2.0 and the planning cycle.	E
Sound knowledge of self assessment, Quality Improvement Planning and regulatory assessment and rating processes.	E



Experience

Criterion	Level
Demonstrated experience working with groups of children aged 5-12 years.	E
Demonstrated experience leading or supervising a team in children's services, education or a comparable setting.	E
Experience preparing and managing a service budget and maintaining accurate financial records.	E
Experience leading Quality Improvement Planning and participating in regulatory assessment, rating, audit or accreditation processes.	D
Experience working within a school community or school governance structure.	D

Special Conditions

Criterion	Level
Satisfactory screening and clearances, including a current South Australian Working with Children Check and any criminal history screening required by the school.	E
Current driver's licence.	E
Willingness and capacity to attend out of hours meetings, training and Service functions, in accordance with applicable award or agreement conditions.	E
Capacity to maintain all mandatory qualifications, training and clearances for the duration of employment.	E



Immanuel Primary School

Building foundations for life



Personal Attributes

- Calm, decisive and solutions focused under pressure.
- Approachable, respectful and trustworthy with children, families and staff.
- High personal integrity and sound judgement, particularly in relation to child safety, privacy and confidentiality.
- A collaborative leadership style that builds capability and accountability in others.
- A strong commitment to continuous improvement, critical reflection and professional learning.

Review and Accountability

The successful applicant will complete a six month probationary period. During this period, the Business Manager, in consultation with the School Principal, will review the employee's performance against the responsibilities and expectations of the role. Performance will be reviewed regularly thereafter in accordance with the school's performance development process.

Note

From 1 March 2026, the Fair Work Commission's simplified classification structure replaced the previous 30+ pay points with eight Children's Services Employee (CSE) levels. CSE Level 8 – Director is now the single, highest classification for an employee appointed as Director of a service (including OSHC / Vacation Care), responsible for its overall strategic, financial, compliance and operational management. It replaces the former Level 6.1–6.9 Director pay points.